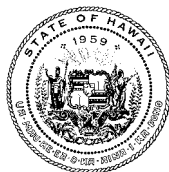


LINDA LINGLE  
GOVERNOR OF HAWAII



CHIYOME L. FUKINO, M.D.  
DIRECTOR OF HEALTH

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ADULT MENTAL HEALTH DIVISION  
P.O. Box 3378  
HONOLULU, HAWAII 96801-3378

In reply, please refer to:  
**File:**

December 13, 2004

Dear Applicant:

RE: ADDENDUM 1 TO RFP HTH 420-4

The following changes have been made to RFP HTH 420-4:

1. Section 2. has been changed as follows:

- a. The first and second paragraphs in Section 2. II. A. 11. d. on page 2-10 have been deleted and replaced with the following paragraphs.

As part of education conducted by the DIVISION, consumers shall be notified that they are to provide the applicant, through their case manager, with any information affecting their status. The case manager and/or consumers should report changes to their case manager and/or provider. The provider should complete the DIVISION UM Admission/Discharge/Update form and send it to UM. The DIVISION shall describe the information that is to be provided and explain the procedures to be followed through the DIVISION staff and in its printed material. The applicant shall also explain the information and the procedures to be followed by the consumers during the orientation process.

It is expected that not all consumers will remember to or be able to provide information on changes to their status. Therefore, it is important for the applicant to obtain and forward such information to the DIVISION on a timely basis and inform the consumer of his/her responsibility to report changes to their case manager.

- b. In Section 2. III. A. 1. c. on page 2-17, the phrase "must be emphasized" has been deleted from the end of the first sentence.

- c. In Section 2. III. A. 1. f. 5) on page 2-18, the phrase: “evaluations done via observation progress reports, parent/guardian questionnaires, or telephone contacts” has been replaced by the phrase: “evaluations done via observation, progress reports, parent/guardian questionnaires and/or telephone contacts;”
- d. Section 2. III. A. g. on page 2-19 has been deleted.
- e. In Section 2. III. A j. on page 2-19, the sentence: “Ensure that one Supported Employment specialist carries out all phases of services (e.g., engagement, assessment, job development, job placement, job coaching, and support).” has been replaced by the sentence: “Ensure that one Employment Specialist carries out as many phases of services (e.g., engagement, assessment, job development, job placement, job coaching, and support) as is feasible.”
- f. In Section 2. III. A. 3. c. on page 2-21, the phrase “at least six months” has been deleted and replaced by the phrase “up to six months.”
- g. In Section 2. III. B.1. e. on page 2-23, the clause: “Ensure that Supported Employment staff and supervisors receive program and administrative direction by staff with a master’s degree in rehabilitation counseling or by a mental health profession (MHP), which, for the purposes of the RFP only, is met by any of the following:” has been replaced as follows: “Ensure that Supported Employment staff and supervisors receive program and administrative direction by a mental health profession (MHP), which for the purposes of this RFP only, is met by any of the following:”
- h. Section 2. III. B. 2. a. on page 2-24 has been deleted and replaced with the following:
  - “a. Services shall be authorized by the DIVISION’s utilization management process, either by prior authorization or registration, and in accordance with the DIVISION’s processes as outlined in current DIVISION policies and procedures and directives from the DIVISION Chief. It is the responsibility of each program to understand and follow these policies, procedures, and directives in order that reimbursement can be approved by the DIVISION. Authorization of services is not a guarantee of payment.”
- i. In Section 2. III. B. 3. e. 3) on page 2-27 has been changed to read as follows:
  - 3) Senior personnel changes, including professional staff/consultants, within thirty (30) calendar days of change.
- j. In Section 2. III. B. 10. paragraphs a., b., and c. on pages 2-31 and 2-32 have been deleted and replaced with the following:

“Payment will be made after the following outcomes are achieved. **Note:** Under the provisions of this contract, supported employment milestone outcomes achieved before July 1, 2005 or the start of this contract, will not be reimbursed by the DIVISION.

- a. Milestone #1: Engagement/Assessment/Planning. \$1,000 per consumer will be paid after achievement of milestone #1. A maximum of \$2,000 per consumer will be paid by DIVISION for this milestone per year.

This milestone is achieved when the DIVISION receives a copy of the community-based and/or situational vocational assessment summary, which includes:

- 1) a clear determination of the consumer’s abilities and limitations related to competitive employment,
- 2) identification of a specific vocational goal, and
- 3) a plan for achieving employment stability.

- b. Milestone #2: Job placement. \$1,500 per consumer will be paid after achievement of milestone #2. A maximum of \$4,500 will be paid per consumer by the DIVISION for this milestone per year.

This milestone is achieved when the DIVISION receives written notification from the provider that the consumer has been on the job for three days.

- c. Milestone #3: 30 days job retention. \$2,000 per consumer will be paid after achievement of milestone #3.

This milestone is achieved when the DIVISION has received written documentation of the following three outcomes from the provider:

- 1) The consumer has been employed at least 30 days.
- 2) A written employer evaluation form has been received by the DIVISION from the provider which indicates satisfactory job performance by the consumer during the past 30 days.
- 3) A current satisfaction questionnaire has been completed by the consumer and submitted to the DIVISION by the provider

which indicates that the consumer is not having any significant problems.

- d. Milestone #4: 90-day job retention. \$2,000 per consumer will be paid upon satisfactory completion of milestone #4.

This milestone is achieved when the provider submits to the DIVISION written documentation that the following three conditions have been met:

- 1) The consumer has been employed 90 or more days.
- 2) The employer is satisfied with the consumer performance.
- 3) The consumer is satisfied with the job, hours, wages and benefits.

- e. Milestone #5: 180-day job retention. \$2,000 per consumer will be paid upon satisfactory completion of milestone #5.

This milestone is achieved when the provider submits to the DIVISION written documentation that the following three conditions have been met:

- 1) The consumer has been employed 180 or more days.
- 2) The employer is satisfied with the consumer's performance.
- 3) The consumer is satisfied with the job, hours, wages and benefits."

- 2. Section 4 has been changed as follows:

The second paragraph in Section 4. III. B. 3. Service Delivery, on page 4-6 has been changed to read as follows:

Evaluation criteria will include the following:

- 3. Section 5 Attachments has been changed as follows:

Attachment A, Competitive POS Application Checklist is replaced with the attached Checklist.

Thank you for your attention to these changes.

Sincerely,

THOMAS W. HESTER, M.D.  
Chief, Adult Mental Health Division

Attachment

## Proposal Application Checklist

Applicant:

RFP No.: HTH 420-4

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. \*SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	<b>(Required if not Registered)</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206D	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206I	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206J	Section 3, RFP	SPO Website*	<b>X</b>	
<b>Certifications:</b>				
<i><b>Federal Certifications</b></i>		Section 5, RFP	<b>X</b>	
Debarment & Suspension		Section 5, RFP	<b>X</b>	
Drug Free Workplace		Section 5, RFP	<b>X</b>	
Lobbying		Section 5, RFP	<b>X</b>	
Program Fraud Civil Remedies Act		Section 5, RFP	<b>X</b>	
Environmental Tobacco Smoke		Section 5, RFP	<b>X</b>	
<b>Program Specific Requirements:</b>				

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date